

PREPARE IN DUPLICATE						CONTROL NO.	
1. TITLE OF REPORT (If a fill-in report include Form No.) Base Contracts Quarterly Report					2. TYPE OF REPORT		<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)		
4. NO. OF COPIES PREPARED Orig & 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) PMS, CSS, OL/PD		
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT OL/PD Note No. 8 dtd 12 Apr 68 10 Jun 68; D/L Memo dtd 15 May 69		
10. PREPARING COMPONENT (include lowest level contributing information to report) PD/CSS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR	
GS- 4-1	\$2.81		3 hr.		\$8.43	4 \$33.72	
GS-13-6	\$9.40		1 hr.		\$9.40	4 \$37.60	
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$71.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To provide the mechanism for control of Basic Agreements and facilitate the prompt transfer of administrative responsibility for specified Basic Agreements to cognizant Directorate Contracting Officers in accordance with Procurement Note No. 8, dtd 12 Apr 68. Also to provide information to be disseminated to decentralized Contracting Teams regarding Basic Agreements.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) Responsibility for this report is included in the functions of Proc. Management Staff (LI-1-15 and 17 Apr 70), but is presently being prepared in PD. <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT		
16. DATE OF INVENTORY 22 Sept 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00300R000100130159-8				18. EXTENSION	